

OCPERIODICAL

Office of Compensation and Policy

Statewide Pay Action Summary Report October 2001 through January 31, 2002

Pay Actions	# Statewide	# Receiving Pay Adj.	Ave. % Adj.
Promotion	439	429	12.03%
Exceptional Promotion	20	16	16.89%
Voluntary Demotion	55	29	-9.51%
Exceptional Demotion	6	5	3.22%
Performance Demotion	4	4	-10.00%
Vol. Competitive Transfer	714	436	9.65%
Vol. Non-Competitive Transfer	89	10	3.80%
Reassignment within the band	13	0	0.00%
Upward Role Change	259	205	9.75%
Lateral Role Change	4739	36	8.93%
Downward Role Change	33	5	-8.30%
Competitive Offer	48	48	13.26%
Acting Pay	148	148	5.99%
Temporary Pay	51	51	8.51%
IBA Change in Duties	247	247	6.50%
IBA Internal Alignment	827	827	6.65%
IBA KSA's, Competencies	275	275	6.67%
IBA Retention	141	141	7.72%
IB Bonus Change in Duties	57	57	3.17%
IB Bonus Alignment	7	7	4.19%
IB Bonus Retention	11	11	3.23%
Recognition Bonus	469	469	1.15%
Project Bonus	6	6	11.00%
Overall Totals	8658	3462	5.66%

 Recognition Leave **44**

- ◆ The total number of pay actions statewide (including Recognition Leave) with effective dates from October 1, 2001 through January 31, 2002 was approximately 8,702.
- ◆ Of these, 987 were multiple actions affecting 441 employees.
- ◆ Because salary adjustments for Voluntary Transfers are negotiable, the average salary adjustments for those pay actions reflect salary increases and decreases.

Policy Guide

WORKERS' COMPENSATION BENEFITS: VSDP OR NOT VSDP

Just as there are differences in the sick leave programs for employees covered by the Virginia Sickness and Disability Program (VSDP) and those who remained in the "traditional" sick leave program (Policy 4.55, Sick Leave), there are differences in the way these employees are addressed while they are covered by Workers' Compensation (WC) benefits.

Employees who chose to remain covered by Policy 4.55 receive the benefits of Policy 4.60, Workers' Compensation; however, employees who enrolled in VSDP receive the benefits outlined in the VSDP. Thus, only employees covered under Policy 4.60 receive (up to) 92-day salary supplement. VSDP benefits are provided according to Policy 4.57, with WC offsetting the VSDP benefit.

The provisions of these policies are outlined in the chart below:

Event or Issue	Employees Covered by Policy 4.60, Workers' Comp.	Employees in VSDP
Illness or injury occurs	<ul style="list-style-type: none"> ✓ Notify appropriate agency contact; ✓ Choose physician from panel; ✓ Keep medical appointments with panel physician; ✓ Comply with WC program requirements. 	<ul style="list-style-type: none"> ✓ Notify appropriate agency contact; ✓ Choose physician from panel; ✓ Contact CORE; * ✓ Keep medical appointments with panel physician; ✓ Comply with WC and VSDP program requirements.
Employee Responsibilities		
Agency Responsibilities	<ul style="list-style-type: none"> ✓ Submit Employee Accident Report (EAR) and any other required paperwork within 10 days of accident; ✓ Offer panel of 3 physicians ✓ Comply with WC program requirements. 	<ul style="list-style-type: none"> ✓ Submit EAR and any other required paperwork within 10 days of accident; ✓ Offer panel of 3 physicians; ✓ Comply with WC and VSDP program requirements ✓ Coordinate benefits between WC and VSDP.
Initial Leave	Charge absence to personal sick or other personal leave as appropriate (prior to determination) or to WC if the claim is determined compensable by DHRM/OWC. (Leave charged to personal should be retroactively changed to WC once approved as authorized disability period.) If employee's authorized disability is approved for more than 21 days, WC will reimburse the agency for the first 7 days at the rate of 66 2/3% of employee's average weekly wage.**	Charge "waiting period" (7 calendar days) to leave before VSDP benefits are provided. If employee's authorized disability is approved for more than 21 days, WC will reimburse the agency for the first 7 days at the rate of 66 2/3% of employee's average weekly wage. After reimbursement, the agency may reinstate the proportionate amount of the employee's leave.
Salary Continuation	Agency pays difference between WC approved benefits (approximately 66 2/3 of average weekly salary up to a maximum) and full salary for up to 92 calendar days. After 92 days, the employee may apply personal leave balances to supplement the WC benefit.	Employee receives 100% and 80% according to VSDP and eligibility. WC is primary benefit, so when VSDP benefits would reduce to 60%, agencies must determine if the WC benefit is higher than the 60% benefit. If it is, then the WC benefit is paid. Employees may use appropriate leave balances to supplement the VSDP/WC benefit, or use disability credits to substitute for it.
Physician or therapy appointments while working	Authorized (by WC) absence from work for appointments related to approved disabilities may be charged to 92 calendar days of WC. Within 92 days, the agency pays the supplement; if beyond 92 days, employee receives 66 2/3% only, for such approved absences.	Absence from work charged to employees' personal leave balances. Agency must submit absence to WC and if approved, employee may be reimbursed according to WC program guidelines.
	**WC benefit is approximately 66 2/3% of the employee's last 52 weeks' weekly wages, within a minimum and maximum range.	*If CORE is not contacted, employee is only eligible to receive WC benefit. Employee does not qualify for 92-day supplement.

History of Structure Adjustments and Performance Increases

<u>Year</u>	<u>Structure Adj</u>	<u>Performance Increase</u>
1975-79	4.50%	4.50%
1980	7.00%	4.56%
1981	9.00%	4.56%
1982	4.00%	4.56%
1983	0.00%	0.00%
1984	8.60%	0.00%
1985	6.00%	4.56%
1986	4.57%	4.56%
1987	4.56%	4.56%
1988	3.50%	4.56%
1989	3.25%	4.56%
1990	3.00%	0.00%
1991	0.00%	0.00%
1992	2.00%	0.00%
1993	2.00%	Variable - 4.70% ave. increase
1994	2.25%	Variable - 3.57% ave. increase
(Structure adjustment did not change employee salaries.)		
1995	2.25%	0.00%
1996	2.05%	0.00%
(2.25% increase for all employees in addition to structure adjustment.)		
1997	4.00%	0.00%
1998	2.25%	Variable - 3.67% ave. increase
(Structure adjustment did not change employee salaries.)		
1999	4.00%	2.25%
2000	3.25%	3.25%
(Structure adjustment did not change employee salaries.)		
2001	0.00%	0.00%

Our goal is to provide practical information that supports human resource objectives across the Commonwealth and to encourage innovative strategies in the management and delivery of agency services.

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